**DRAFT QUESTIONNAIRE ON OFFICE PRACTICES FOR DIGITAL TRANSFORMATION**

This survey pertains to handling (intake, processing, and publication) of certain Intellectual Property (IP) documents, particularly IP applications in full-text and other formats. It is intended to collect information on Intellectual Property Office (IPO) practices for digitalization to better inform revisions of existing WIPO Standards.

## INTAKE

## Q1. In what formats does your Office/Organization ingest applications? Please select all that apply.

 [ ]  PDF

 [ ]  XML in WIPO ST.96

 [ ]  XML in WIPO ST.36 / 66 / 86

 [ ]  Microsoft Word DOCX (free form, no template)

 [ ]  Common Application Format (CAF) – DOCX template

 [ ]  Paper

 [ ]  Fax

 [ ]  Other (specify)

# Q2. How does your Office/Organization capture markups (insertions, deletions) in amendments, corrections, and rectifications? Please select all that apply.

 [ ]  Applicant submits amendments with track changes to show insertions and deletions

[ ] Applicant submits amendments with underlines for insertions, and strikethroughs for deletions

[ ]  Applicant submits clean copy of the amendments

[ ]  Applicant submits new clean application documents, and Office uses a DOCX comparison tool to compare and markup changes, then a final copy is generated by the tool.

[ ]  Applicant submits new clean application documents, and Office uses a DOCX comparison tool to compare and markup changes. Tracked change copy is generated, not a final copy. The new clean specifications filed by the applicant are the latest (final) version.

 [ ]  XML in WIPO ST.96

 [ ]  XML in WIPO ST.36 / 66 / 86

[ ]  Other (specify)

## VALIDATIONS

Q3. Does your Office/Organization provide initial content-based validations to applicants prior to submission to reduce the number of formality non-compliances?

[ ]  YES [ ]  NO

Q4. What does your Office/Organization validate prior to submission? Please select all that apply.

[ ]  Missing required application parts

[ ]  Informalities such as typographical errors or missing claim numbers

[ ]  Improper claim dependencies

[ ]  Other (specify)

Q5. Does your Office/Organization provide a scrubbing tool to remove unwanted metadata from the documents prior to submission?

[ ]  YES [ ]  NO

If yes, which types of metadata are removed?

Q6. Does your Office/Organization provide a feedback document, additional document or online messages during the filing process detailing potential problems within the submitted application documents based on the above validations?

[ ]  YES [ ]  NO

## OFFICIAL COPY

Q7. What does your Office/Organization consider the authoritative copy of the submission?

[ ]  Originally submitted application documents

[ ]  Cleaned up version of the originally submitted application documents after they have gone through initial content validations and metadata scrubbing

[ ]  XML document converted from the originally submitted document

[ ]  Document converted from originally submitted document to another format used within your Office/Organization (e.g. PDF, TIFF)

[ ]  Other (specify)

## TRANSFORMATION/RENDERING

Q8. If your Office/Organization converts or plans to convert the submitted document to XML, in which format would you preserve embedded images? Please select all that apply.

[ ]  Original format if possible

[ ]  SVG

[ ]  TIFF

[ ]  PNG

[ ]  JPEG

[ ]  Other (specify)

Q9. When the submitted document is transformed to XML, in what format does your Office/Organization preserve mathematical equations?

[ ]  Originally submitted format

[ ]  Converted to an image format

[ ]  MathML

[ ]  OpenMath

[ ]  OMDoc

[ ]  Other (specify)

Q10. When the submitted document is transformed to XML, in what format does your Office/Organization preserve chemical formulae?

[ ]  Originally submitted format

[ ]  Converted to an image format

[ ]  Converted to a chemical formula format (specify in comments)

[ ]  Other (specify in comments)

Q11. When the submitted document is transformed to XML, in what format does your Office/Organization preserve table or tabular data? Please select all that apply.

[ ]  Originally submitted format

[ ]  Converted to an image format

[ ]  Converted to a structured data format

[ ]  Other (specify)

Q12. Is your Office/Organization moving away from paper-based rules for applicant submissions, such as page count, margins line spacing and focus more on the amount of characters/words in a document or file size?

[ ]  We are considering it

[ ]  We are in the process of implementing it

[ ]  We have already implemented it

[ ]  We are not considering it

Q13. If your Office/Organization is not considering moving away from paper-based rules, select the presentation elements your Office/Organization needs to preserve from the submitted application documents. Please select all that apply.

[ ]  Page count

[ ]  Page dimensions

[ ]  Margins

[ ]  Line spacing

[ ]  Text and background colors

[ ]  Other (specify)

Q14. Select the formats by which your Office/Organization displays or would display an application for examination or administration purposes. Select all that apply.

[ ]  Originally submitted format using an appropriate software application

[ ]  Converted format used by our Office/Organization

[ ]  Rendered XML

[ ]  It can vary depending on the input format

[ ]  Other (specify)

## PUBLICATION

Q15. Select the formats which your Office/Organization uses or would use to publish documents submitted by applicants.

[ ]  Originally submitted format using an appropriate software application

[ ]  Converted format used by our Office/Organization

[ ]  Rendered XML

[ ]  More than one format

[ ]  Other (specify)

## FILE MANAGEMENT

Q16. Specify the content management system your Office/Organization uses to store and manage documents. Please provide either names of commercial products or brief description of custom-built systems.

## OFFICIAL GAZETTE

Q17. In what formats do you publish your Official Gazette? Select all that apply.

[ ]  Physical format (paper)

[ ]  Electronic format with paper-based layout (e.g. PDF)

[ ]  Purely digital format (e.g. HTML pages)

Q18. If you still publish in a physical format, are you considering discontinuing physical publication within the next five years?

[ ]  YES [ ]  NO

Q19. If you still publish in an electronic format with paper-based layout (e.g. PDF), are you considering discontinuing this format in favor of a purely digital format within the next five years?

[ ]  YES [ ]  NO

[End of Annex and of document]